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MINUTES
OF THE
CIA CAREER SERVICE BOARD

15th Meeting, Thursday, 19 November 1953, at 4:00 P.M.
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman
Matthew Baird, Director of Training, Member
25X1A9a [REDACTED], Deputy Chief, PP, Member
25X1A9a [REDACTED], Acting Personnel Director,
25X1A9a [REDACTED] Alternate for the AD/Personnel, Member
[REDACTED] of Operations, Alternate for
[REDACTED] AD/Communications, Member
Huntington Sheldon, AD/CI, Member
Lawrence K. White, Acting DD/A, Member
25X1A9a [REDACTED], Special Assistant, DD/I, Alternate
for the DD/I, Member
25X1A9a [REDACTED], Office of Inspector General
Lawrence R. Houston, General Counsel
25X1A9a [REDACTED], Executive Secretary, DD/A Career
Service Board
25X1A9a [REDACTED], Chairman, Legislative Task Force
25X1A9a [REDACTED], Chairman, Professional Selection
Panel
25X1A9a [REDACTED] Executive Secretary
[REDACTED] etariat
[REDACTED], Reporter

1. Minutes of the 14th meeting of the CIA Career Service Board, held 12 November 1953, were approved without change.
2. The Career Development Slot Request from OTR, (for [REDACTED] 25X1A9a [REDACTED], item 2 of the Agenda) was read by the Executive Secretary and discussed. It was decided that the problem could be handled without encumbering a Career Development Slot; Mr. Baird, OTR, withdrew the request

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3. The Chairman introduced item 3 of the Agenda, "Responsibility for the Assignment and Career Development of General Administrative Personnel", from the DD/A Career Service Board and opened the discussion by reading a memorandum which he had received from Mr. Sheldon on the matter. Mr. Sheldon's memorandum was a dissent from the proposal based primarily upon the feeling that in essence such administrative employees would be "serving two masters", working primarily within their office of assignment while looking to the DD/A Career Service Board for future assignments and promotions. The memorandum stated that there was no aversion to rotation of administrative personnel between components of the Agency but that such rotation should be arranged through cooperation of the components concerned. Col. White, Acting DD/A, explained that the proposal was an attempt to solve the problem of bringing into the career planning sphere of the DD/A Career Service Board Administrative personnel who spoke a common language and whose training and indoctrination to CIA could best be accomplished by DD/A Career Service Board. He emphasized that he was not intending to disparge the quality of the present administrative officers in various components of the Agency, but that the Agency as a whole would profit if these officers had a common background and could look to advancement within the Agency as a whole rather than within one office of the Agency. They also would have wider horizons than could be offered by only one office. It was decided that the Executive Secretary would make available the Memo from the DD/I to all Members of the Board and that further discussion of the matter would take place at the meeting on 3 December 1953.

4. The Chairman introduced Item 4, "Selection of Permanent Career Staff", from the Professional Selection Panel. The Board discussed the Paper with particular regard being paid to individuals who are already on duty with the Agency and with whom the Agency had made prior commitments.

There was a feeling on the part of some members of the Board that the paper did not make clear enough the fact that an Office Career Service Board should be in an advisory capacity only to the Office Head concerned. It was also felt that Office Career Service Boards should be utilized to a greater extent in the initial screening and selection process. It was agreed that the paper should be modified to correct these matters. The paper was accepted with the modifications discussed, and it was agreed that it be forwarded to the Director for his approval in principle after which it should be implemented simultaneously with the launching of the new Career Service System at a specific date to be determined in the future.

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5. In regard to the Restrictions and Obligations which were proposed in the Legislative Task Force Report, the Chairman read a memorandum from the Acting DD/I, Mr. Sheldon, in which he stated that the Assistant Directors in the Intelligence Area had agreed to concur in general in the proposal. The Group felt that great emphasis should be placed on making clear the application of this principle. The Chairman proposed that when circulation of the pamphlet on Career Service in CIA was accomplished that a questionnaire should also be sent out, explaining the principle of Restrictions and Obligations and wanting to know where each Agency employee stood in regard to them.

6. The definition of the Career Service was accepted as presented to the Board.

7. It was decided that the Report of the Junior Officer Task Force and the Women's Task Force Report would be the topics for discussion at the next meeting on Monday, the 23rd of November.

25X1A9a 8. [REDACTED], Special Assistant to [REDACTED] was 25X1A9a nominated to be the alternate for [REDACTED] who will be unable to attend 25X1A9a some of the future meetings of the Board.

9. Mr. Houston announced that his office had completed drafting proposed legislation on five of the points in the Legislative Task Force Report.

10. The meeting was adjourned at 5:15 P.M.



- 25X1A9a

Executive Secretary

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